



THE WAR MEMORIAL

Located on Memorial Drive in Trenton, New Jersey's historic Capitol Complex

www.thewarmemorial.com



Administrative Office:
609-984-8484

Box Office:
609-984-8400

TRENTON WAR MEMORIAL ROOM RENTAL APPLICATION

Page I of 2

Mailing Address:
State of New Jersey
Department of State
P.O. Box 232
Trenton, NJ 08625-0232

Organization/Presenter/Renter:

Is this a non-profit organization? If so, please provide proof of non-profit status such as a copy of your 501-C 3 not-for-profit incorporation certificate. Non-Profit For-Profit Governmental Organization

Description of event:

Contact person: _____ 2nd Contact person: _____

Daytime telephone: _____ Daytime telephone: _____

Evening telephone: _____ Evening telephone: _____

Fax: _____ Fax: _____

E-mail: _____ E-mail: _____

Address:

Date(s) of event:

Starting time of event:

Ending time of event:

Time span (including set-up and breakdown time for outside caterer/florist etc...):

Number of guests:

Please check which rental space you desire

George Washington Ballroom____(499 without tables, 250 with tables)

Patriots Theater Stage____(as add on to the Ballroom only. For full theater rental, please fill out **Theater Rental Application**)

Delaware River Room____(199 capacity)

Turning Point Conference Room (formerly Meeting Room #1)____(75 capacity)

Woodrow Wilson Board Room____(75 capacity)

Meeting Room #2 (lower level) _____ (50 capacity)



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Room Rental Application/Page 2

Will you serve/sell alcoholic beverages to your guests? Yes_____ No_____

Will you need additional day/time for set-up, rehearsal, load-out? Yes_____ No_____

Will you be using audio/visual equipment? Yes_____ No_____

Please describe equipment required for event _____

Please note: The crew fee, as of January 2001, is \$23.00 per hour per technician with a 4-hour minimum call. The War Memorial management, in consultation with the client, determines the labor requirements for each event. The client is provided with an estimate of labor costs prior to the signing of a contract. The crew fee includes room set-up and breakdown as well as equipment management.

Please sign and return this application to:

Molly McDonough, Executive Director
The War Memorial
PO Box 232
Trenton NJ 08625

Signature

Title

Date

For further information, please call:

Molly McDonough, Executive Director
Tel: 609-984-8484
Fax: 609-777-0581

Internal use only

Received by _____

Date received _____